

Labels

Labels

1. Go to **Settings**.
2. Select **Labels**.
3. Click **Add Label**.
4. Enter the label name.
5. Select the label type or category.
6. Choose any display options.
7. Mark the label active.
8. Click **Save**.
9. Confirm the label appears in the list.

Key reminder: Install Job is a required label for Installations to appear on the correct sub calendar. Please do not duplicate or rename this Label.

We do import stock labels and many will be added during the onboarding/training time but you may need to add more later.

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